



Dear Head of Delegation, Forum Coordination Team and experts,

Following the decisions of the 10th. Session of UN/CEFACT, I am pleased to provide you with the new UN/CEFACT Bureau organization (attachment).

Since its last session, the Bureau has been active in finalizing the organization of UN/CEFACT and you will receive, for intersessional approval, the document TRADE/R.650/Rev.3 'Mandate, Terms of reference and Procedures for UN/CEFACT'.

Further, I am pleased to inform you that, with the assistance of Mr. Marsh and in cooperation with the secretariat and the United Nations Office of Legal Affairs, a revised version of UN/CEFACT Intellectual Property Policy is finalized and will be submitted for intersessional approval. When approved by UN/CEFACT, the document will be published on the web site as interim UN/CEFACT IPR policy, pending final approval by the Committee for Trade, Industry and Enterprise Development and the UNECE Commission.

The Bureau has developed the Bureau Work Topic List and schedule that provides the roadmap for the implementation of the decisions of the Plenary. The Bureau is currently refining the roadmap for distribution to the UN/CEFACT participants, collaborating organizations and the public.

The following main topics will be addressed in that document:

Topic 1. Organization and Structure of UN/CEFACT

Objective: finalize the UN/CEFACT procedure book, including the Forum Management Procedure book and Service Support Provider, taking into account the documentation submitted to the 10th. Plenary and revising them according to the decision taken.

Deliverable(s): R.650/Rev.3 revised, the transition document, the IPR, the Support service Provider document and the FMG Procedure Book.

Secretariat focal point: J. Kubler

Bureau Focal Point: M Doran

Topic 2. UN/CEFACT policies

Objective: Define the UN/CEFACT IPR (intellectual property rights) policy, including risk & mediation management and liaison policy, while also facilitating broader participation and collaboration.

Deliverable(s): UN/CEFACT IPR Policy, Liaison Policy, MoU on Trade Facilitation

Secretariat focal point: J. Kubler

Bureau Focal Point: T Khan

Topic 3. UN/CEFACT Work programme

Objective: Define the UN/CEFACT “Green Book” that provides a coordinated e-business and trade facilitation vision, strategy and programme of work to facilitate global trade.

Deliverable(s): UN/CEFACT Green Book, BPSS Specifications

Secretariat focal point: T. Butterly

Bureau Focal Point: M. Palmer – M. Doran

Topic 4. UN/CEFACT Communication/Marketing

Objective: Promote UN/CEFACT deliverables, monitoring implementation, developing capacity-building and technical cooperation and industry demonstration projects.

Deliverable(s): Capacity-building Workshop (October 2004), UNeDocs workshops for the implementation of aligned trade documents, UN/CEFACT Forum (June 2005), Capacity-building programme for UN/CEFACT Core Components, Tools for CC implementation, Integrated model for trade facilitation and electronic business

Secretariat focal point: M. Pikart

Bureau Focal Point: D.Nickull

Topic 5 Other

Objective: Monitor the implementation of the topics identified by the Bureau

Deliverable(s): UN/CEFACT-OASIS cooperation,

Secretariat focal point: J. Kubler

Bureau Focal Point: M. Palmer

The Bureau will hold a conference call every first Friday of each month and additional conference calls as required. The Bureau has established Topic Teams to complete the work on each topic. It is my intention to associate, in the interim period, the Forum Chair and Vice-Chair in these conference calls, to secure a coordinated transition and implementation of the 10th. Session decisions.

Concerning the communications between the Bureau and UN/CEFACT members, the secretariat is in the process of establishing the required list servers. To secure effective communications, I would appreciate if communications could be focused to the respective Topic Teams. Also, I will nominate a Bureau member that will be always available and act as my representative in case of urgent matters or myself not being available.

Please find herewith the e-mail addresses of the Members of the Bureau:

Mike Doran

Duane Nickull

T.A.Khan

Mark Palmer

Christina Rahlen

Mike.Doran@cern.ch

dnickull@adobe.com

takhan@ub.nic.in

mark.palmer@nist.gov

christina.rahlen@foreign.ministry.se

Yours sincerely

C. Fruehwald

UN/CEFACT Chair

If you have queries or you would like more information, please contact

Jean E. Kubler

Acting Chief, UN/ECE Trade Development Division

Palais des Nations, CH-1211 Geneva 10, Switzerland

Tel: +41-22-917.27.74

Fax: +41-22-917.00.37

E-mail: jean.kubler@unece.org